

ARGONNE
NATIONAL
LABORATORY

INTRA-LABORATORY MEMO

June 9, 2003

To: Distribution

From: B. M. Lesht

Acting Division Director/ER

Subject: Procedure for Purchase of Laboratory Chemicals

All purchase orders for chemicals must be processed through the division office and approved by Dave Peterson or me. A copy of the ER pre-purchase requisition form, properly completed, is attached. Printed copies and PDF files of the form are available from Karen Ley (2-3137).

On the pre-purchase requisition, specify the Material Safety Data Sheet (MSDS) number for each chemical you order. To find the number quickly, search Argonne's online MSDS database at the following secure location ([https://](https://www.cms.anl.gov/msds/msds2.asp) not <http://>):

<https://www.cms.anl.gov/msds/msds2.asp>

For assistance in locating an MSDS, contact Dave Peterson (2-3924). If no MSDS is available in the Argonne database, place a "U" in the column for the chemical MSDS number.

Argonne requires each division to maintain an accurate chemical inventory. We need your help to do that. If you obtain a chemical by a method other than procurement through the division office (e.g., by borrowing it from someone), do the following:

- Inform Dave Peterson of
 - The security code (staff member responsible for the chemicals),
 - The manufacturer,
 - The quantity received, and
 - The storage location.
- Find an MSDS for the chemical. Give Dave a copy if the MSDS is not in the Argonne database.

Also inform Dave when any chemical is removed from the ER Division inventory because it has been disposed of as waste or has been consumed. An accurate chemical inventory can save precious time waiting for an order if borrowing or trading is possible.

cc: D. Peterson
K. Ley